



**Bayside Council**

Serving Our Community

# **Car Share Policy**

**24 April 2024**



© Bayside Council

Car Share Policy

File: F23/517 Document: 24/134899

Policy Register: F16/951 Policy No.: PP24/6

Class of document: Council Policy

Enquiries: Manager Strategic Planning



Telephone Interpreter Services - 131 450

Τηλεφωνικές Υπηρεσίες Διερμηνέων

بخدمة الترجمة الهاتفية

電話傳譯服務處

Служба за преведување по телефон

# Contents

<b>1</b>	<b>Introduction</b> .....	<b>4</b>
1.1	Background.....	4
1.2	Definitions .....	4
1.3	Scope of Policy .....	4
<b>2</b>	<b>Objectives</b> .....	<b>5</b>
<b>3</b>	<b>Car Share Operator Eligibility Requirements</b> .....	<b>5</b>
<b>4</b>	<b>Location of Designated Car Share Spaces</b> .....	<b>5</b>
<b>5</b>	<b>Application, Assessment and Allocation of Designated Car Share Spaces</b> .....	<b>6</b>
5.1	Application Process .....	6
5.2	Allocation of Designated Car Share Space following approval.....	7
5.3	Fees and Charges .....	7
5.4	Compliance.....	7
5.5	Education.....	7
<b>6</b>	<b>Policy implementation</b> .....	<b>7</b>
6.1	Policy responsibilities.....	7
6.2	Procedures .....	7
<b>7</b>	<b>Document control</b> .....	<b>8</b>
7.1	Review .....	8
7.2	Version history .....	8

# 1 Introduction

## 1.1 Background

The purpose of this Policy is to increase use of car sharing in the Bayside Local Government Area and ensure that Council's Car Share Program is well governed and transparent.

## 1.2 Definitions

### ***Authorised Car Share Vehicle***

A vehicle that is authorised by Council to park in a Car Share Space where parking is regulated by authorised car share vehicle signage.

### ***Car Share Operator***

A company which facilitates a car share scheme, managing membership and all associated costs and responsibilities.

### ***Car Share Scheme***

A system established by a Car Share Operator who owns one or more vehicles that are available to members on a shared basis. Vehicles are located locally and are available on demand, on a pay-as-you-go basis.

### ***Council***

Bayside Council

### ***Designated car share space***

A parking space, with line marking and signage which indicates it is for an authorised car share vehicle. They can be either on, or off-street.

### ***Member of a car share scheme (member)***

A person who has joined a car share scheme.

### ***Non-designated car share vehicle (floating car)***

A car share vehicle that is parked in an unmarked location.

## 1.3 Scope of Policy

The Policy applies to all Car Share Operators operating in the Bayside Local Government Area and to car share spaces located on streets and car parks which are owned and/or managed by Council.

This Policy does not apply to agreements between Car Share Operators and another party for parking vehicles on private property, whether existing or proposed by development. For car share parking to be provided with new development, please refer to the Bayside Local Environmental Plan (LEP) and the Bayside Development Control Plan (DCP).

This Policy applies only to car share which provide access to vehicles for members of the scheme. It does not apply to 'peer-to-peer' car rental services where an individual provides public access to their own privately registered vehicle for a fee. This Policy does not apply to schemes offering services to non-member customers such as car rental / hire companies.

## 2 Objectives

The objectives of the Policy are:

- **using on-street parking spaces more efficiently:** by replacing the parking demand created by underused private vehicles
- **reducing vehicle traffic and greenhouse emissions:** by reducing vehicle kilometres travelled, and shifting travel to more fuel efficient vehicles
- **supporting the local economy:** by reducing the need of businesses and individuals to own a private vehicle and car space
- **increasing social inclusion:** by enabling access to a variety of vehicles to households who could not otherwise afford them
- **increasing health:** as people walk and cycle more

## 3 Car Share Operator Eligibility Requirements

Designated car share spaces will only be allocated to Car Share Operators who meet the following criteria:

- Have, or be developing a network of cars in locations that are accessible to all members. This includes at least one floating car and a minimum of 25 members within the Bayside Local Government Area.
- Supply an on-line booking system and live customer service contact point available to members 24 hours per day, 7 days a week.
- Offer booking durations of one hour or less.
- Allow any licenced driver over the age of 18 to join, subject to reasonable creditworthiness and driving history checks.
- Ensure that vehicles are limited to a maximum booking period of four (4) consecutive days
- Provide a detailed quarterly usage report, itemised by location, indicating the number of bookings per month, average trip distance, and average length of bookings. The report must also identify membership levels in Bayside and composition of membership between businesses and individuals.
- If requested, submit to an annual financial audit, which will remain commercial-in-confidence, demonstrating to the satisfaction of Council that the operator is financially sound, and capable of meeting obligations to members.
- Not use any passenger vehicle with less than a 4-star rating in the Australian Green Vehicle Guide. In the case of other vehicle types, such as vans or utilities, the car share operator must demonstrate that the vehicle is a high environmental performer for its class.
- Preference will be given to operators with electric (EV) fleet vehicles where EVCI and car sharing spaces are co-located.
- Agree to abide by this Policy and to pay any associated fees to Council.

## 4 Location of Designated Car Share Spaces

Council will assess the application and proposed sites for car share by undertaking analysis against the following site selection criteria:

- Council owned or managed land.
- Current and anticipated future land use of the site.

- Existing car parking availability (preferably off-street locations where pedestrian and cycle networks, outdoor dining and active frontages exist).
- Not adversely impact road safety or traffic movements.
- Proximity to a range of amenities such as public transport, active transport, business precincts, community, recreation, and public facilities.
- Accessibility at all hours with adequate lighting.
- Compliance with relevant Australia Standards.
- Locations in areas of high demand.
- Preferred collocation to Electric Vehicle Charging Infrastructure (EVCI) in public spaces.

When locating Designated Car Share Spaces, Council will generally limit these spaces to:

- Council owned/managed properties, including car parks, and parks
- The rear/side (inactive frontages) of private properties on local roads
- The front of residential apartment buildings or multi-unit dwellings on local roads
- In front of a residential property belonging to a car share member, on local roads.

These spaces will be marked and signposted to ensure no other vehicles use the car space. It may have generic car share labelling, and no reference to the specific Car Share Operator.

Council reserves the right to:

- Reject any application to establish a car share space.
- Refuse speculative and large-scale placement of car share vehicles in the absence of reasonably foreseeable resident and business demand.

## **5 Application, Assessment and Allocation of Designated Car Share Spaces**

### **5.1 Application Process**

- Bayside Council's Car Share is open to both existing and new operators who meet the requirements of this Policy.
- The Car Share Operator is required to complete Council's Car Share Application Form and pay the applicable fee. This fee is non-refundable and does not guarantee the approval of a designated car share space.
- Council will assess and determine the application and notify the Car Share Operator. This will involve public consultation with properties within 50m of the space, and a report to the Bayside Local Traffic Committee. Should there be significant opposition, the application may not be supported.

## **5.2 Allocation of Designated Car Share Space following approval**

- A one-off fee for signposting and line marking must be paid by the Car Share Operator.
- The designated car share space will be signposted 'Authorised Car Share' and clearly marked with pavement lines and signage.
- An annual fee per designated car space must be paid by the Car Share Operator to Council.
- Car Share Operators must ensure that a current Council issued Authorised Car Share Vehicle Permit or temporary Letter of Authorisation is obtained from Council and displayed on each vehicle. This permit identifies an Authorised Car Share Vehicle and authorises the car to park in a Dedicated Car Share Space.
- The designated Car Share Space will be assigned to the specific operator for a three- year period. After this period, the Car Share Space will be automatically renewed, or made available for other approved car share providers (subject to an application) at Council's discretion.

## **5.3 Fees and Charges**

Associated fees are set out in Councils Schedule of Fees and Charged and is subject to annual review.

## **5.4 Compliance**

- When carshare vehicles are reported as parked illegally (in accordance with NSW Road Rules), the carshare operators are required to document the incident and undertake corrective measures as soon as possible.
- In instances of non-compliance with obligations outlined in this Policy, Council will notify the operator, and seek to work with the operator to resolve the issue. If the compliance issue is ongoing, Council may, within reason, suspend or revoke any spaces that are non-compliant, or suspend the operators eligibility as per the Car Share Operator Agreement.

## **5.5 Education**

Council will increase community awareness and understanding of car sharing, including through a dedicated car share page on Council's website and social media activity where appropriate.

# **6 Policy implementation**

## **6.1 Policy responsibilities**

The Director City Futures has responsibility for this policy.

## **6.2 Procedures**

The General Manager may make procedures that support this policy.

## 7 Document control

### 7.1 Review

This Policy will be reviewed every four years.

Minor editorial amendments to this Policy and those resulting from changes to legislation and Commonwealth and State Government guidelines, may be approved by the Manager Governance & Risk.

### 7.2 Version history

Version	Release Date	Author	Reason for Change
1.0	24/04/2024 (Council) 10/04/2024 (CPE Com)	Manager Strategic Planning	New document